



Ctrack Online User Guide

Ctrack Online User Guide

Table of Contents

1. Ctrack Online Introduction	3
2. How to access Ctrack Online	3
2.1. Logging onto Ctrack Online.....	3
2.2. How do I log out of Ctrack Online	4
2.3. Changing your password	4
3. The Ctrack Online Workspace.....	5
3.1. About the Workspace	5
3.2. The Workspace explained.....	5
3.3. Component Descriptions	5
3.4. Workspace display views	6
4. Customising the Workspace	8
4.1. Setting a default map view	8
4.2. Moving or deleting columns in the List View	8
4.2.1. Moving Columns.....	8
4.2.2. Deleting Columns.....	8
4.3. Settings	9
5. Displaying vehicles on the map	10
5.1. Displaying all vehicles	10
5.2. Displaying an individual vehicle	11
5.3. Changing the vehicle flag	11
5.4. Showing vehicle information on the map	12
6. Displaying vehicle journeys	12
6.1. Vehicle Trips	12
6.2. Vehicle Replay	13
7. Finding the nearest vehicle or driver	14
7.1. Ctrack Search	14
7.2. Finding nearest vehicle or driver	15
8. Points of Interest & Geo Zones	17
8.1. Creating a Point of Interest.....	17
8.1.1. Creating a circular POI	17
8.1.2. Creating a rectangular POI	18
8.1.3. Creating a polygonal POI.....	18
8.1.4. The Points of Interest Tab.....	19
8.2. Creating a Geo Zone	19
9. Contacts	21
9.1. Creating a Contact	21
10. Historic Search	22
11. Reports.....	23
11.1. Creating a report	23
11.2. Scheduling a report.....	25

1. Ctrack Online Introduction



Welcome to your Ctrack Online user guide. This guide will take you through how Ctrack Online works and will show you how to use all the valuable functionality within it

Throughout this guide there will be hints and tips to aid you

Ctrack Online is a web based application and will work with Internet Explorer v7.0 or later, Mozilla Firefox v3.6 or later.

TIP !!

If you are unsure if you have above on your PC or laptop then talk to your IT Department or call your local Ctrack Office

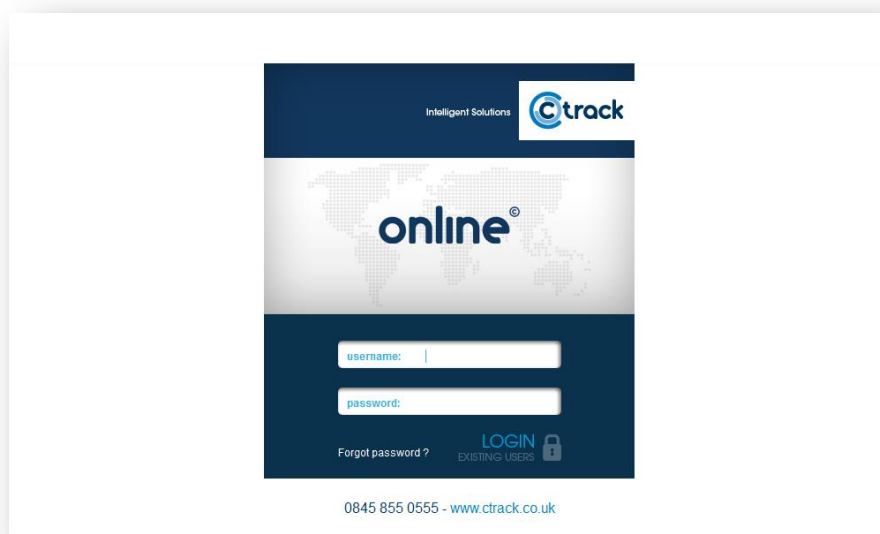
2. How to access Ctrack Online

2.1. Logging onto Ctrack Online

To launch Ctrack Online type the following URL into the address bar in your browser,

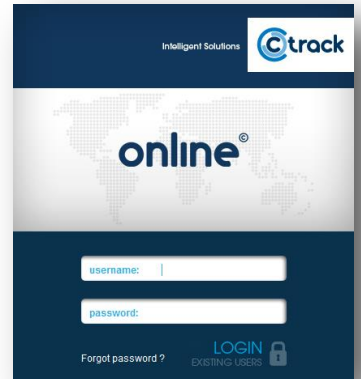
<http://online2.ctrack.co.uk>

When you have launched the website you will see the following page



To log onto Ctrack Online you need to enter your Username and Password in the fields shown below and click on Login or press your Enter Key

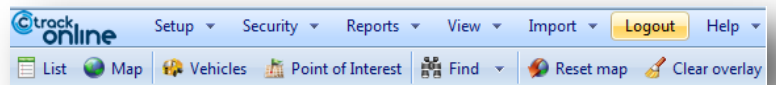
Please note that when you login to Ctrack Online for the first time you may be prompted to change your password. If you wish to change your password to something more meaningful to you then use the **Security** option on the tool bar and click on **Change Password** as shown below in section 2.3



Well done! you have signed onto Ctrack Online and are now ready to start learning how to use the system

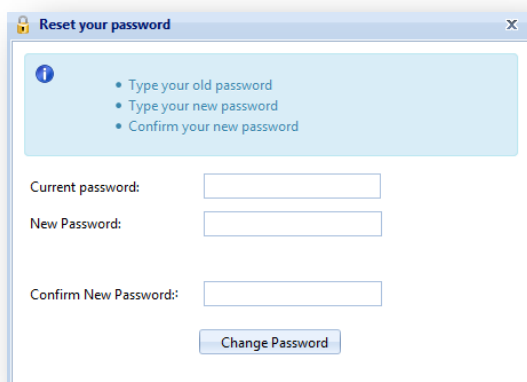
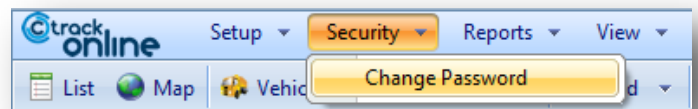
2.2. How do I log out of Ctrack Online

To log out click on Logout on the Menu Bar



2.3. Changing your password

If at any time you wish to change your password hover over **Security** on the Map Toolbar and click on **Change Password**

The image shows a 'Reset your password' dialog box. It contains three input fields: 'Current password:', 'New Password:', and 'Confirm New Password:'. Below the fields is a 'Change Password' button. A list of instructions is shown in a light blue box: 'Type your old password', 'Type your new password', and 'Confirm your new password'.

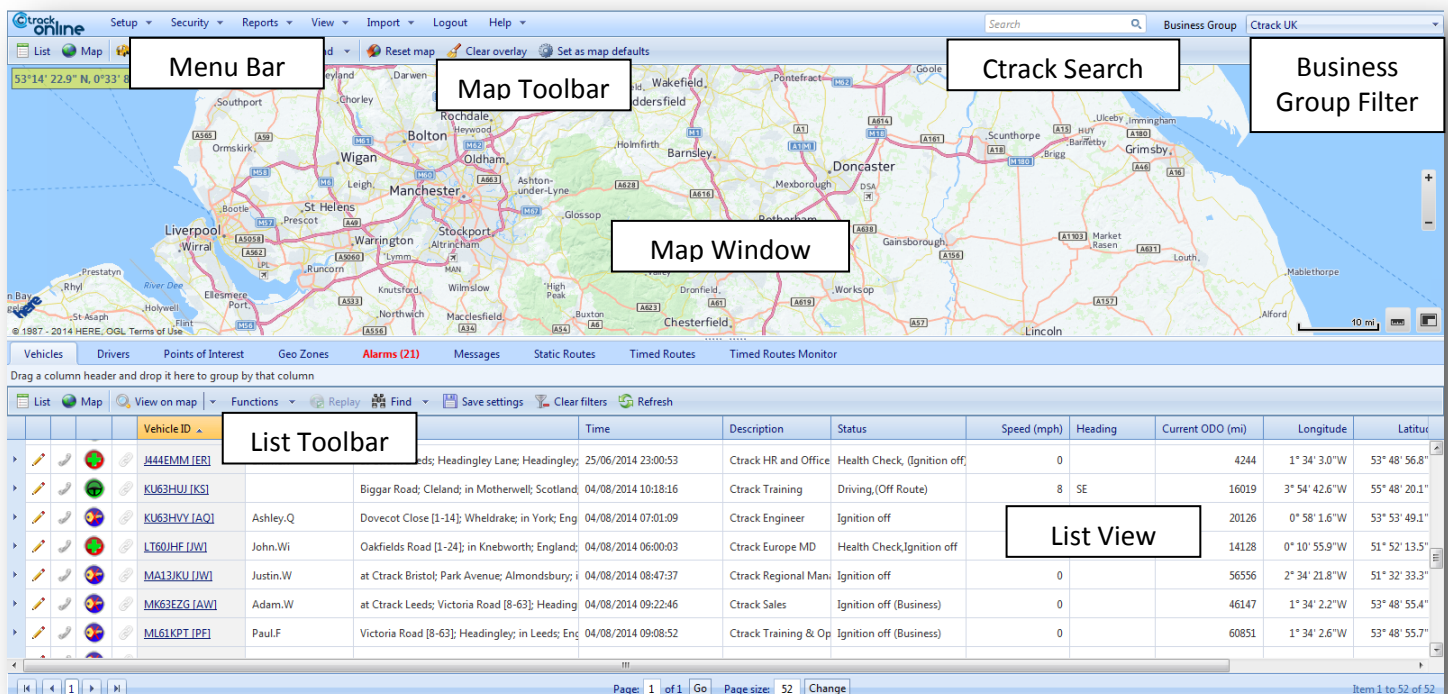
In the window appears type in your old password in the top box, your new password in the middle box then confirm your new password by typing it again in the bottom box

Your password has now been changed

3. The Ctrack Online Workspace

3.1. About the Workspace

Ctrack Online has been designed so that you can access any information you require from a single workspace. Due to the flexibility of Ctrack Online this workspace can be customised so that it is personal to you and displays the information that you require in the format you wish to see it



The screenshot shows the Ctrack Online interface. At the top is the **Menu Bar** with options like Setup, Security, Reports, View, Import, Logout, and Help. Below it is the **Map Window** displaying a map of the Manchester area. Above the map is the **Map Toolbar** with buttons for Reset map, Clear overlay, and Set as map defaults. To the right of the map is the **Ctrack Search** bar and the **Business Group Filter** dropdown. Below the map is a list of vehicles. The **List Toolbar** is located above the list, and the **List View** is the table itself. The table has columns for Vehicle ID, Time, Description, Status, Speed (mph), Heading, Current ODO (mi), Longitude, and Latitude.

Vehicle ID	Time	Description	Status	Speed (mph)	Heading	Current ODO (mi)	Longitude	Latitude
J444EMM [ER]	25/06/2014 23:00:53	Crack HR and Office	Health Check, Ignition off	0		4244	1° 34' 3.0"W	53° 48' 56.8"
KU63HUI [KS]	04/08/2014 10:18:16	Crack Training	Driving, (Off Route)	8	SE	16019	3° 34' 42.6"W	55° 48' 20.1"
KU63HVV [AQ]	04/08/2014 07:01:09	Crack Engineer	Ignition off			20126	0° 58' 1.6"W	53° 53' 49.1"
LT60JHF [JW]	04/08/2014 06:00:03	Crack Europe MD	Health Check, Ignition off			14128	0° 10' 55.9"W	51° 52' 13.5"
MA13KU [JW]	04/08/2014 08:47:37	Crack Regional Man	Ignition off	0		56556	2° 34' 21.8"W	51° 32' 33.3"
MK63EZG [AW]	04/08/2014 09:22:46	Crack Sales	Ignition off (Business)	0		46147	1° 34' 2.2"W	53° 48' 55.4"
ML61KPT [PF]	04/08/2014 09:08:52	Crack Training & Op	Ignition off (Business)	0		60851	1° 34' 2.6"W	53° 48' 55.7"

3.2. The Workspace explained

As you can see the workspace is made up of various different components

Their main purpose is explained here and full details on their usage is explained further into this guide

3.3. Component Descriptions

Menu Bar

This allows users to access the application features, some of which are only available from the Menu Bar

Map Toolbar

This lets the user choose which objects to display in the map, set map defaults, clear objects from the map and reset the map amongst other things

Ctrack Online User Guide

Ctrack Search

This allows the user to search for items both inside and outside of Ctrack Online e.g. vehicles, drivers, POIs, Geo Zones or postcodes, addresses etc.

Business Group Filter

This allows the user to select Business Groups which they have access to

Map Window

The map is primarily used to display vehicles and their movements. However, there are a multitude of other options available by right clicking on the map

List Toolbar

This allows the user to interact with items in the object list. The options displayed are dependent on the selections made in the object list

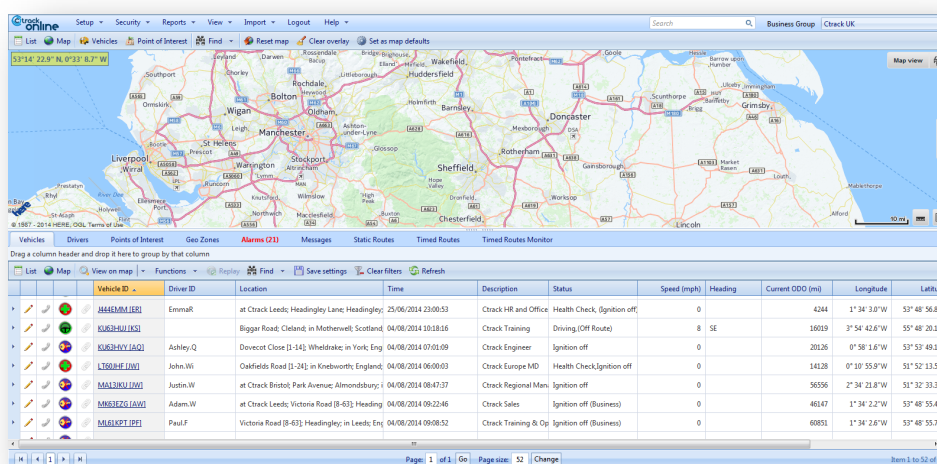
List View

This allows the user to be select the items to be displayed in the lists e.g. vehicles, drivers, points of interest

3.4. Workspace display views

There are three main displays available, these being

Split View – Both the map and list view are displayed



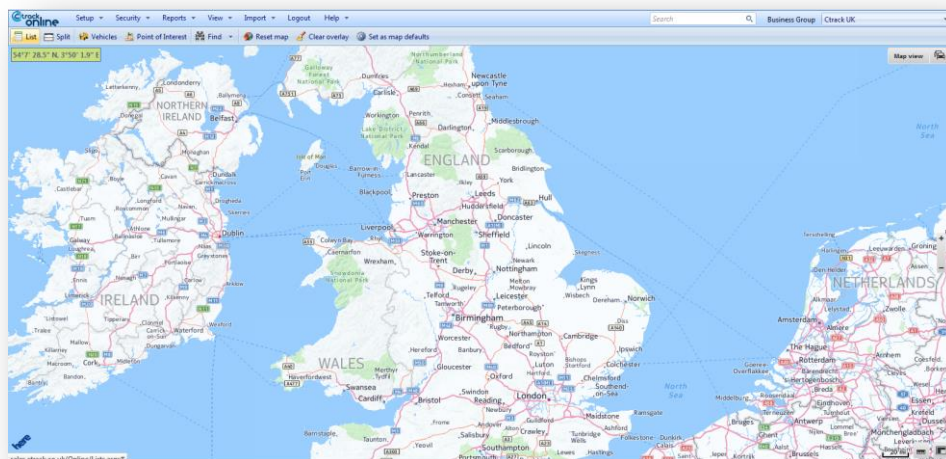
Ctrack Online User Guide



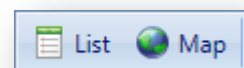
List View – Only the list is displayed

Vehicle ID	Driver ID	Location	Time	Description	Status	Speed (mph)	Hi
BT12UP JP	Jason.C	Holiden Ing Way in Batley, England, WF17 9DT;	04/08/2014 10:10:20	Chack Channel Sales	Ignition off (Business)	0	
BT12UP JIC	Jason.C	Holiden Ing Way in Batley, England, WF17 9DT;		Chack Sales	Ignition off (Private)	0	
BVL2UEZ LGH	Glyn.N	Perimeter Road South, in Gethwick, England, RH6 0PQ;	04/08/2014 10:39:23	Chack Engineer	Ignition off	0	
BVL2UEA GGU	Gary.U	Superbrook Lane, Stoke Pound, in Bromsgrove, England, B80 3AL;	04/08/2014 10:34:05	Chack Engineer	Driving	7 SE	
BVL2UEB ISM	Stewart.M	South Access Road, E17, in London, England, E30 7FD;	04/08/2014 10:33:46	Chack Engineer	Driving	8 SE	
BVL2UEC IPB	Pravin.P	Mellison Way (71-254), in Edgware, England, HA8 5TA;	04/08/2014 06:00:00	Chack Engineer	Health Check, Ignition off	0	
BVL2UED JHH	John.H	Craigflower Road (41-77), in Glasgow, Scotland, G53 7QJ;	04/08/2014 10:10:29	Chack Engineer	Ignition off	0	
BVL2UEE LCM	Chris.M	Newman Road (188-281), Wincobank, in Sheffield, England, S9 1LY;	04/08/2014 08:26:45	Chack Engineer	Ignition off	0	
BVL2UEF ISY	Serjey.T	Irthlingborough Road, in Wellingborough, England, NN8 1RS;	04/08/2014 10:32:13	Chack Engineer	Excess Side	0	
DU62NOV IST1	Steve.T	Hop Garden Way, in Watford, England, WD25 0RH;	04/08/2014 09:00:13	Chack Sales Director	Health Check, Ignition off	0	
DU62NOV IST1.5		Hop Garden Way, in Watford, England, WD25 0RH;	04/08/2014 07:00:06	Chack Sales Director	Health Check, Ignition off	0	
DU62NOV ST		Hop Garden Way, in Watford, England, WD25 0RH;	03/08/2014 10:44:56	Steve's Chack Plug &	Ignition off	0	
HA60JEM LER	Emmell	at Chack Leeds, Headingley Lane, Headingley, in Leeds, England, LS6 1BL;	25/06/2014 23:00:53	Chack HR and Office	Health Check, Ignition off	0	
KM50HJH KSI		Biggar Road, Cletand, in Motherwell, Scotland, ML3 5QH;	04/08/2014 10:21:10	Chack Training	Ignition off, OFF Route	0	
KM50HYV LAQ	Ashley.Q	Dovecot Close (1-14), Whitebrake, in York, England, YO20 6ND;	04/08/2014 07:01:09	Chack Engineer	Ignition off	0	
LT60HJH JWI	John.WI	Oakfields Road (1-24), in Knebworth, England, SG3 6NS;	04/08/2014 06:00:03	Chack Europe MD	Health Check, Ignition off	0	
MAA13RH JWI	Justin.W	at Chack Bristol, Park Avenue, Almondsbury, in Bristol, England, BS32 4TD;	04/08/2014 08:47:37	Chack Regional Man	Ignition off	0	
MM50JEM LAW	Adam.W	at Chack Leeds, Victoria Road (B-43), Headingley, in Leeds, England, LS6 1BL;	04/08/2014 09:22:46	Chack Sales	Ignition off (Business)	0	

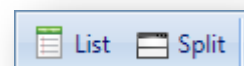
Map View – Only the map is displayed



The three views are selected by clicking on the appropriate option on the map toolbar



Which options are displayed is dependent upon the view you have selected



4. Customising the Workspace

As previously mentioned the workspace can be customised to your own personal preferences. In this way you can have it look exactly as you want it to look so that the information you need is easily accessible

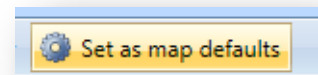
You can set default map views, change the colour of the workspace, change the order of the columns in the List View or even remove them completely

During this section we will work through how you can do all of these things

4.1. Setting a default map view

One of the first things we recommend you do is to set yourself a default map view. This will save you having to manipulate the map to the view you want each time you login

To set the default map view manipulate the map to the view you want and then click on the 'Set as map defaults' button as shown opposite



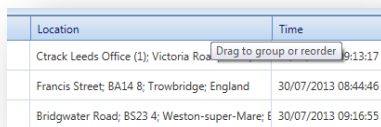
Once you have set your default map view you can return to it at any time by clicking on the 'Reset map' button

4.2. Moving or deleting columns in the List View

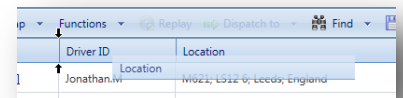
When you first use Online the list view may not have the columns in the order you want them so we recommend you put them in an order which makes sense to you

4.2.1. Moving Columns

To move a column, position the cursor on the required column in the List view. When the cursor changes to a crosshair you will see a message box displayed as below. **This is easier if you switch to List View**



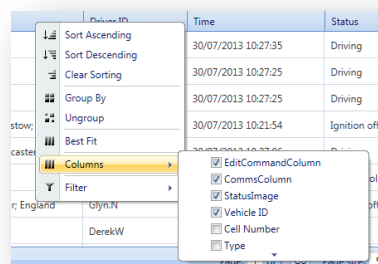
To Move the column hold down the left mouse button and drag the column to the required position. When the 2 black arrows appear you can release the left mouse button



4.2.2. Deleting Columns

To delete columns right click in any of the column headings and from the menu list hover over 'Columns'

From the box that is now shown you can untick the column titles you do not wish to see



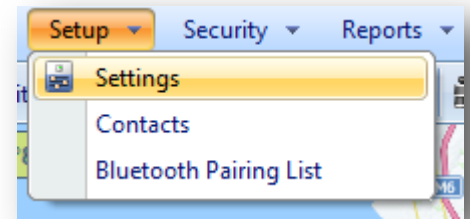
IMPORTANT!

After making any changes to the columns in the List View please remember to click on 'Save settings' on the List View toolbar otherwise you will lose all your changes

4.3. Settings

From this option you can further customise the way your Online screen will look. You can choose your default workspace view from the 3 options we looked at earlier, change the skin colour and lots of other things as well. All the options are explained below

To access Settings hover the mouse over Setup and click on **Settings**



Option: Workspace	Explanation
Country	Set to United Kingdom
Timezone	Set to GMT (Greenwich Mean Time)
Map type	This shows your default map type
Coordinate display	Choose how you want map coordinates to display when shown
Workspace layout	Choose the default layout (Map, List or Split)
Measurement unit	Choose Metric or Imperial
Default business group	If you have access to more than one choose the default business group to display
Enable skillsets	Tick the checkbox if you want see skill sets in the List View and to be able to filter or group your vehicles and/or drivers by skillsets
Enable tasks	Tick the checkbox if your vehicle have cCom units fitted so that jobs can be sent
Start with KPA dashboard	Tick the checkbox if you wish this to launch when you login to Ctrack Online (only applicable if the KPA Dashboard has been configured)
Enable alarm notification	Tick the checkbox if you wish to be notified of alarms e.g. speeding, harsh events, panic alarms
Enable idle mode	Tick the checkbox if you want Internet Explorer to suspend the connection to Ctrack Online when you are using another application
Enable auto logout	Untick the checkbox if you do not want the system to logout after not being used for 20 minutes
Enable OSGB36 (UK OS grid mapping)	Tick the checkbox if you want to OS grid to display on the map
Alarm notification frequency	Choose the interval of the alarm notification pop-up (if alarm notification enabled)
Unread messages notification frequency	Choose the interval of the messages notification pop-up
Skin	Choose your colour scheme

Option: Map	Explanation
Map info display	Choose what information is displayed on the vehicle flag in the map (standard, detail, skillset)
Status flag detail	Allows you to change the way vehicle flags are displayed on the map
Default zoom level	This shows the zoom level at start up for the map and is defined by the default map view you set
Default Latitude	This shows default Latitude at start up for the map and is defined by the default map view you set
Default Longitude	This shows default Longitude at start up for the map and is defined by the default map view you set
Show all vehicles on map	Tick the checkbox if you want your vehicles to be displayed on the map when you login
Show all POIs on map	Tick the checkbox if you want your POIs to be displayed on the map when you login
Show all tasks on map	Tick the checkbox if you vehicles have cCom units fitted and you want to display all tasks on the map when you login
Show OSGB36 (UK OS grid) on map	Tick the checkbox if you want to OS grid to display on the map

When you have made your changes please remember to click on **Save** in the top left corner of the screen. You will then see a message asking you if you wish to reload the workspace now. Click **Yes** to see your changes now or **No** if you want them to be applied next time you login

5. Displaying vehicles on the map

5.1. Displaying all vehicles

To show all of the vehicles on the map at the same time click on **Vehicles** on the map toolbar

If a blue, yellow or red circle is shown this indicates there are multiple vehicles in the area. If you click on the circle it will zoom the map in to show you the vehicles

To remove the vehicles from the map click again on **Vehicles** on the map tool bar

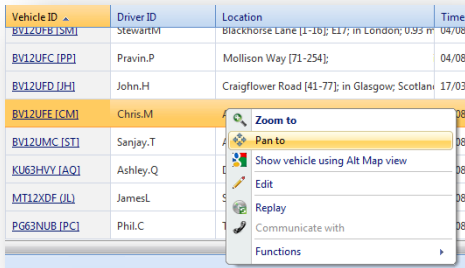


IMPORTANT!

Please remember that when you click on **Vehicles** on the map toolbar it will display the vehicles shown in the list view. If the vehicles you require are not shown on the map then check that you have the correct business group selected by looking in the **Business Group Filter** in the top right hand corner of the screen

5.2. Displaying an individual vehicle

There are various ways to show an individual vehicle on the map but the easiest is to click on the status symbol to the left of the vehicle ID. This will then zoom the map in to its highest level. It's sometimes useful to then show the map in satellite image to get a better idea of where the vehicle is



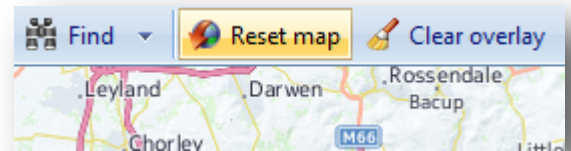
Another way to show an individual vehicle is to right click in the list view and choose either **Zoom to** or **Pan to**

Using **Pan to** keeps the map at its current magnification level



If you now wish to remove the vehicle from the map then click on **Reset map** on the map toolbar

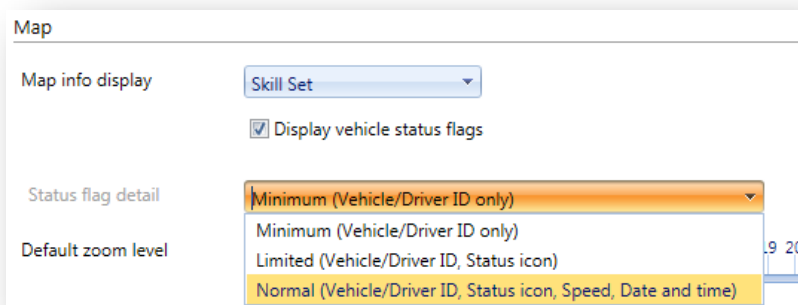
Don't click on **Vehicles** as this will then put all the vehicles on the map



5.3. Changing the vehicle flag

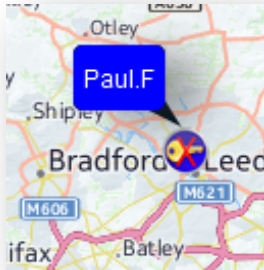
As a new user your default icon for a vehicle when you show it on the map is just the status icon. However if you would like to see more information on the map you can change this by going into **Settings**, scrolling the page down to the map section and ticking the **Display vehicle status flags** box. This then lets you open up the **Status flag detail** dropdown.

If you can't remember how to get into Settings then refer back to section 4.3

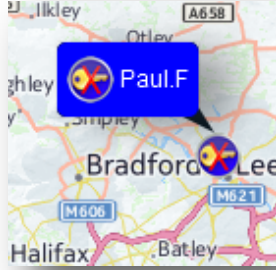


This is how they look

Minimum



Limited



Normal



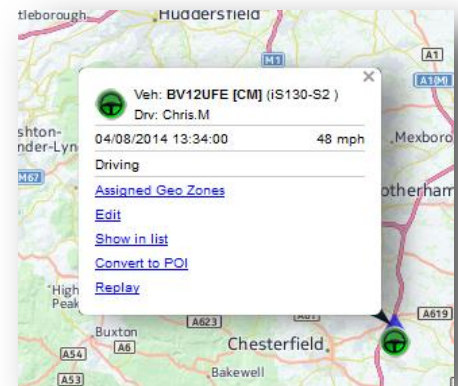
Once you have chosen your flag style remember to click on **Save** at the top of the settings page

5.4. Showing vehicle information on the map

Regardless of whether you just have the status icon for your vehicles or if you have chosen one of the flags you can still display vehicle information on the map

To do this left click on the status icon on the map and the information box opposite is shown. Certain things such as Skill Sets will only be shown if these have been set up

If you just have the status icon for your vehicles then by hovering the mouse cursor over it the vehicle registration number will be shown



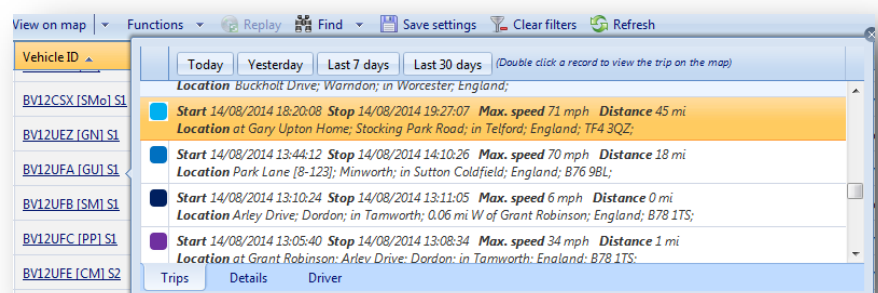
6. Displaying vehicle journeys

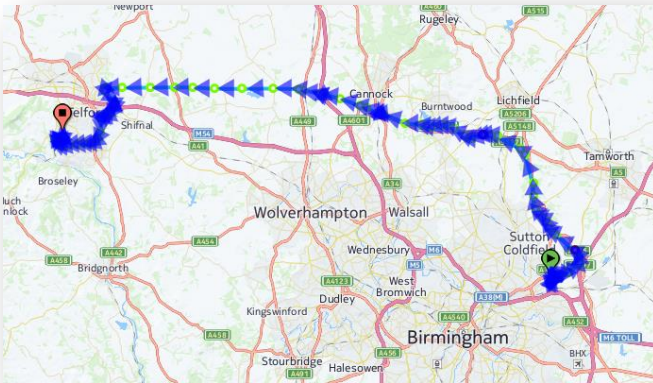
6.1. Vehicle Trips

There are two ways to show on the map where a vehicle has been. The first is to use vehicle trips

In the List View click on the required vehicle in the Vehicle ID column and the trips box will open

To display a trip on the map double click on it





The green icon shows the start of the trip and the red icon shows the end of the trip

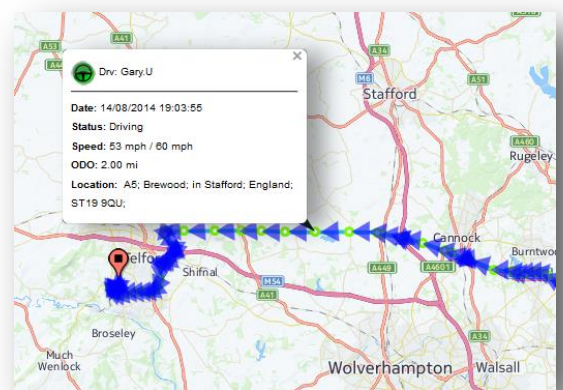
The arrows show the direction of travel and the green circles show each recorded position for the vehicle

If a vehicle position is shown in red as opposite then this indicates that a road speed violation has occurred

To view the detail for an individual position left click on it and the information box shown opposite is displayed

Using the vehicle trips functionality you are able to display on the map a vehicles journeys for the past 30 days

However, if you wish to go back further than this then you need to use the replay functionality which is covered in the next section

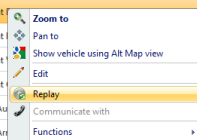


6.2. Vehicle Replay

There are two ways to activate replay

You can either right click on a vehicle in the list view and then click on **Replay** from the menu list or you can click on a vehicle in the List View then click on **Replay** on the list view toolbar

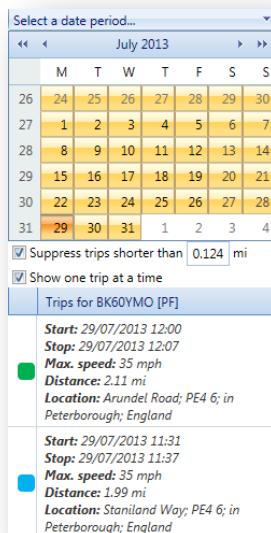
MA13JKU [JW1 S2]	Justin	A466; in Chepstow; Wales; NP16 5TX;	19/08
MK63EZG [AW1 S2]	Adam	M1; Heath; in Chesterfield; England; S44 5QL;	20/08
ML61KPT [PF1 S2]	Paul.F	at	
MM12DWW [RC]	Ron	at	
MM130XV [VC1 S2]	Vince	at	
MM14HZV [GD1 S2]	Guy	at	
MT12XDE [UL]	James	Au	
MT12ZHK [BL]	Richard	Ar	



Vehicle ID	Driver ID	Loc
MA13JKU [JW1 S2]	Justin.W	A466
MK63EZG [AW1 S2]	Adam.W	M1;
ML61KPT [PF1 S2]	Paul.F	at P

With the Replay option you can look at vehicle journeys for the full data retention period which is 3 months

If you have your own remote client then this period may be longer



Once you have selected Replay for a vehicle a calendar will open up on the right hand side of the screen, from here you can choose your required date

There is also a **Suppress trips shorter than** option. This lets you exclude journeys under a specified distance which can help to remove movement within a depot or site for example

There is also a **Show one trip at a time** option. By default this is ticked but if you untick it and then double click on each individual trip the whole journey for the specified date can be viewed on the map

The **Select a date period** dropdown above the calendar lets you specify a custom date range for which to view all trips or there are predefined options as well

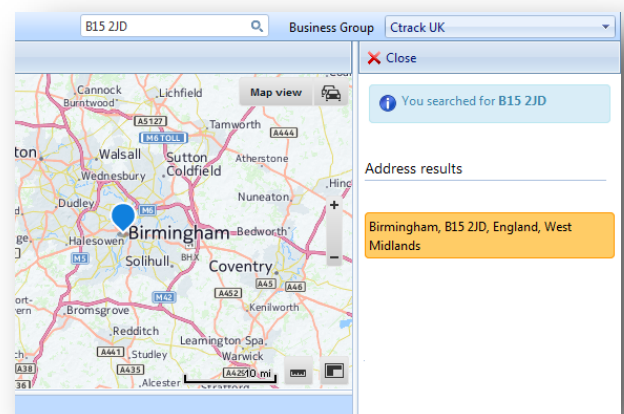
7. Finding the nearest vehicle or driver

7.1. Ctrack Search

In order to find the nearest vehicle or driver you first have to find the location you are looking for

You could just manually search the map but the easiest way is to use Ctrack Search

Enter either a postcode or an address, click on the magnifying glass or press enter and your results are shown on the right of the screen

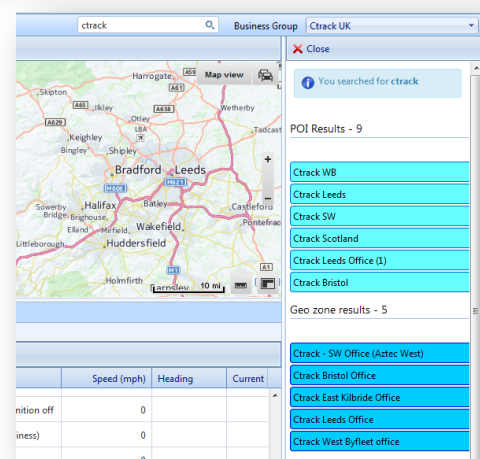


IMPORTANT!

Although Ctrack Search can be used to find addresses and postcodes it can also be used to search for anything else that exists within Online

For example you can use it to search for a specific vehicle, driver, point of interest or Geo Zone

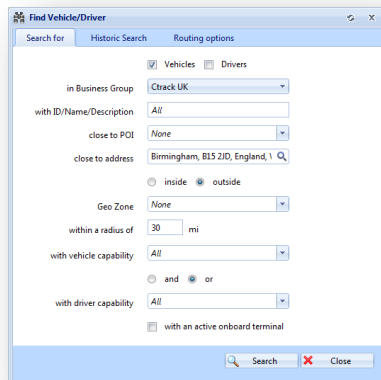
When searching by postcode you can also just use a partial code e.g. PE1



7.2. Finding nearest vehicle or driver

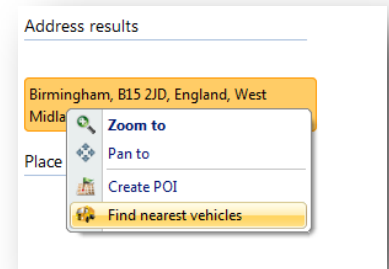
Once you used Ctrack search to find you location right lick on the result

From the menu that appears click on **Find nearest vehicles**



The main thing to do when this box appears is to enter your required search radius in the **within a Radius** field

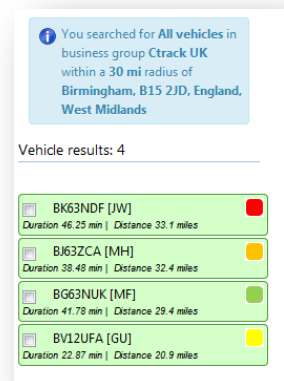
Remember that the larger you make the radius the more results will be returned



After clicking on the Search button your results are shown on the right hand side of the screen

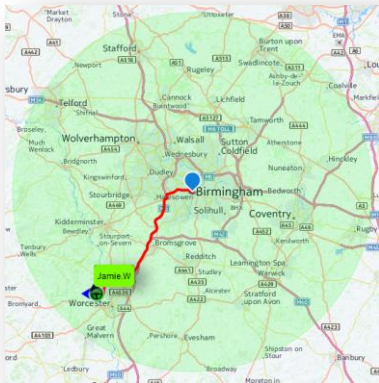
Each vehicle listed shows the distance from the location and the anticipated drive time based upon the fastest route

It will also show any drivers returned in the search



To view a vehicle on the map right click on it and from the menu that appears click on **Pan to**

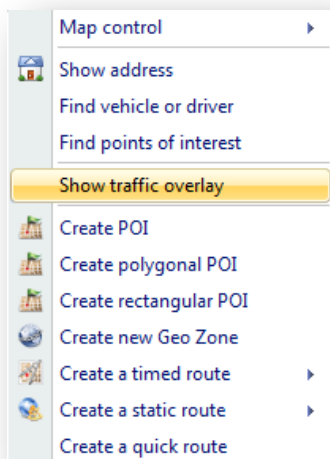
If you wish to view multiple vehicles then tick the box to the left of the vehicle registration for all vehicles you wish to see on the map then right click on any of them and click on **Pan to**



After clicking on Pan to the vehicles are shown the map

The coloured lines indicate the recommended route to the location

The shaded area shows the search radius you specified



Please remember that the time shown to travel is based upon optimum driving conditions

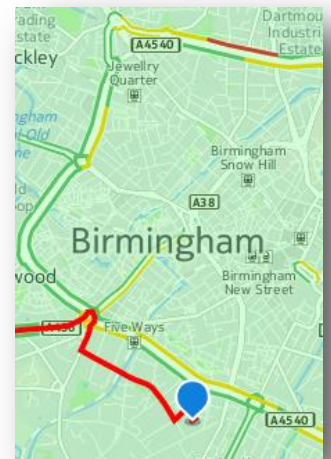
By right clicking on the map it is possible to show traffic information. To do this click on **Show traffic overlay**. The key for the colours is,

Green: Free flow of traffic

Yellow: Sluggish flow of traffic

Red: Slow flow of traffic

Black: Traffic stopped flowing or road closed



IMPORTANT!

If you have searched for your nearest vehicle and the ones you expected to see have not been returned in the search results it could be that you are not searching in the correct Business Group

Check the Business Group Filter in the top right hand corner of the screen and if you are not in the correct Group use the drop down and select the correct one

8. Points of Interest & Geo Zones

So what are Points of Interest and Geo Zones?

The easiest way to describe them is that a Point of Interest is any location that you may wish to report on e.g. depot, customer premises etc. and it will apply to all vehicles. Once created the Point of Interest name will appear in reports

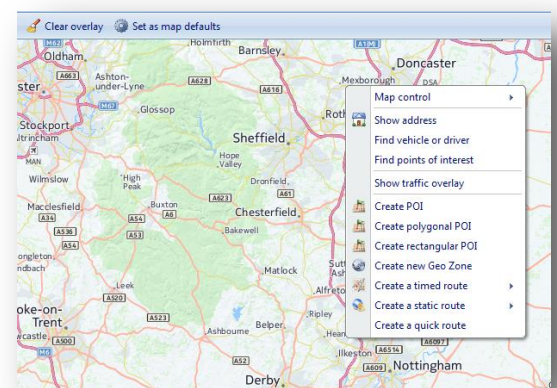
A Geo Zone is an area where you want immediate notification that a vehicle has either entered it, left it or both, and unlike a Point of Interest it can be specific to individual vehicles.

8.1. Creating a Point of Interest

There are various ways to create a Point of Interest and three options are available. These being, circular, rectangular or polygonal

You can right click on the map and choose the required style or you can use the Ctrack Search facility to easily find your required location

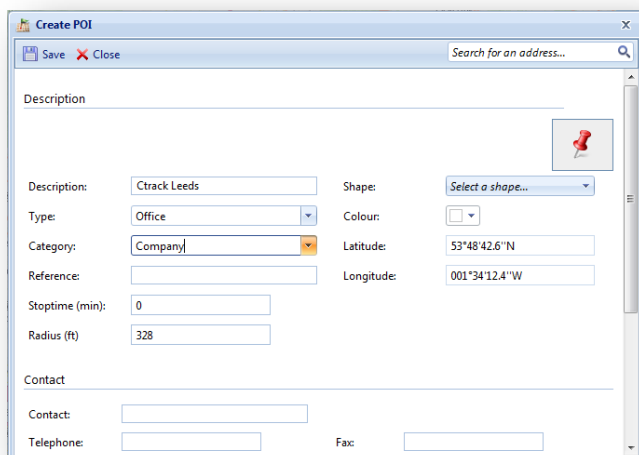
If you want to check the position on the map then either click on Zoom to or Pan to but if you are happy then just click on your desired option



Please note that if you right click on your search result you will only be able to create a circular POI

8.1.1. Creating a circular POI

To create a circular POI choose the **Create POI** option after right clicking on the map or right click on your search result and **choose Create POI**



You need to give your Point of Interest a name in the **Description** field

From the drop down for **Type & Category** choose something appropriate or type in your own

In the Radius field input the size, in feet, you wish your Point of Interest to be

Either select a Shape or Colour or leave as the default red pin then click on Save then close

You have created a Point of Interest!

IMPORTANT!

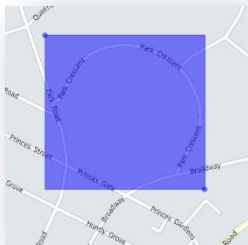
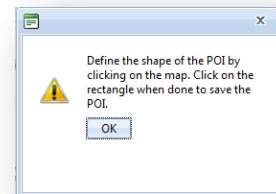
When creating a Point of Interest always remember to change the Radius to an appropriate size

If you have multiple Business Groups you will need to establish where the vehicles are 'owned' within Online
Please call Ctrack Customer Support on this issue if you are unsure

8.1.2. Creating a rectangular POI

To create a rectangular POI right click on the map and choose **Create rectangular POI**

When the message window appears click on **OK**



You then need to right click on the map and drag the rectangle to the desired shape and size

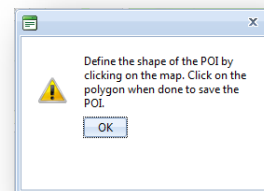
Once you have it how you want it then click on **Save**

The Create POI widow is then shown as before

8.1.3. Creating a polygonal POI

To create a polygonal POI right click on the map and Choose **Create polygonal POI**

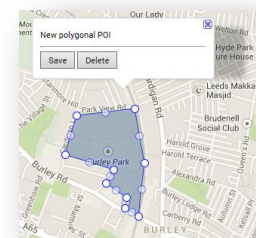
When the message window appears click on **OK**



You then need to right click around the desired area to draw the shape of your POI

Once you have it how you want it then click on **Save**

The Create POI widow is then shown as before



IMPORTANT!

When creating a rectangular or polygonal POI you cannot choose a shape or a colour in the Create POI window

This is because when the POI is displayed on the map the actual shape of the POI is showing rather than a pin or symbol

8.1.4. The Points of Interest Tab

To see all of the Points of Interest that have been created click on the **Points of Interest** tab in the List View

Double clicking on a Point of Interest will display it on the map

Clicking on the red cross will delete the Point of Interest

Clicking on the pencil symbol on the far left will let you edit the Point of Interest

You can use the filter fields under Type & Description to search for a POI

Vehicles

Drivers

Points of Interest

Geo Zones

Drag a column header and drop it here to group by that column

List

Map

+ Add

Delete

View on map

	Type	Description
	Tesco Store	Tesco Hampton Peterborough
	Morrison Store	Morrison's Peterborough
	Asda Store	Asda Peterborough
	Asda Fuel	Asda Garage Boston
	Tesco Fuel	Tesco Garage Werrington
	Morrison's Fuel	Morrison's Garage Stamford
	School	Gunthorpe Primary School
	College	Voyager College Peterborough
	University	University Centre Peterborough

1

2

3

4

5

6

7

8

9

10 ...

◀

▶

8.2. Creating a Geo Zone

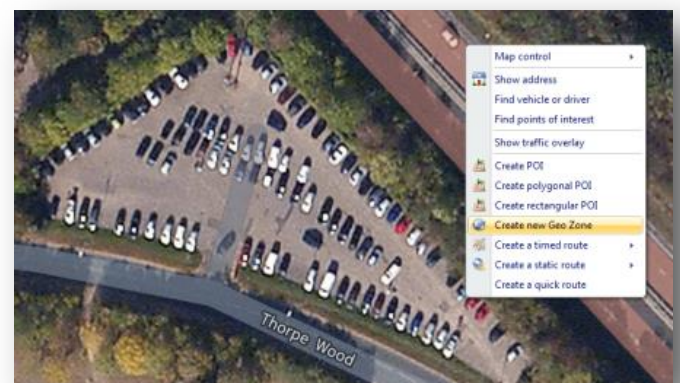
As with creating a Point of Interest the first thing to do is locate the area for which you wish to create a Geo Zone. This can be done by any of the methods discussed earlier

A Geo Zone can either just be rectangular in shape or you can draw the shape of the Geo Zone precisely by choosing the **polygonal geo zone** option

To start creating your Geo Zone right click on the map and choose **Create New Geo Zone**

After clicking on this the Create New Geo Zone window is opened

From this window you can choose to create either a rectangular or polygonal Geo Zone, chose what type of Geo Zone is required and also assign it to available vehicles

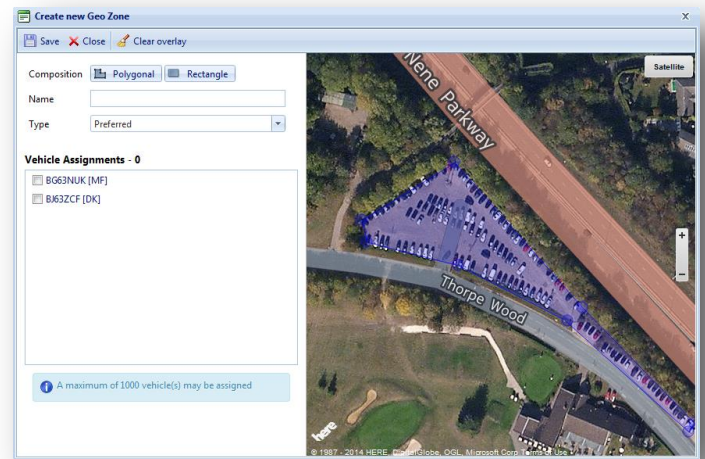


In this example we will use the Create polygonal geo zone option as the area to be covered is just the car park and using a rectangular geo zone would mean that the road was included as well

After clicking on **Polygonal** use the left mouse button to click on the map to draw the shape

The lines can also be dragged by clicking on the line and holding the mouse button down

Once you have drawn your Geo Zone click on input the name in the **Name** field then click on **Save**



The Geo Zone is now coloured red as a No Go Geo Zone was created

The different types of Geo Zone available are.

Preferred (blue): vehicle will alarm when leaving the Geo Zone

No Go (red): vehicle will alarm when entering the Geo Zone

Way Point (green): Vehicle will alarm upon entry and exit



If you wish to allocate the Geo Zone to vehicles this can be done now by ticking the check box for the required vehicles or it can be done at a later date through the Vehicle Edit facility

IMPORTANT!

When you assign a Geo Zone to a vehicle the coordinates for it are actually stored within the unit in the vehicle

There is a limit to the number of points a unit can store but this differs for different types of unit

If you need to know how many points are available for storage on a vehicle then please call Ctrack Customer Support

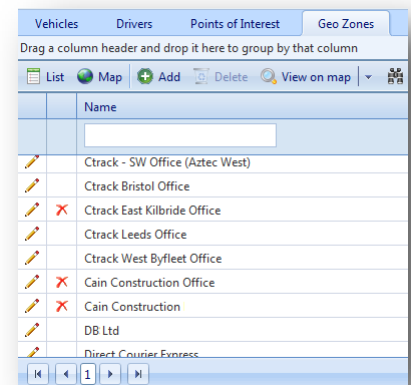
To see all of the Geo Zones that have been created click on the Geo Zones tab in the List View

Double clicking on a Geo Zone will display it on the map

Clicking on the red cross will delete the Geo Zone

Clicking on the pencil symbol on the far left will let you edit the Geo Zone

The filter field below name can be used to search for a particular Geo Zone name



IMPORTANT

If a Geo Zone does not have a red cross to the left of it this means that it is assigned to a vehicle or vehicles and therefore cannot be deleted

The Geo Zone will have to be unassigned first by using the Edit facility to untick the box to the left of the vehicle registration, After this has been done the Geo Zone can be deleted

9. Contacts

Although you may be a user within Online that does not mean that you may be a Contact

In order for you to receive an alert for a Geo Zone, as discussed in the previous section, you need to be created as a Contact. The same also applies for emailed reports, in order to receive them you must be created as a contact

9.1. Creating a Contact

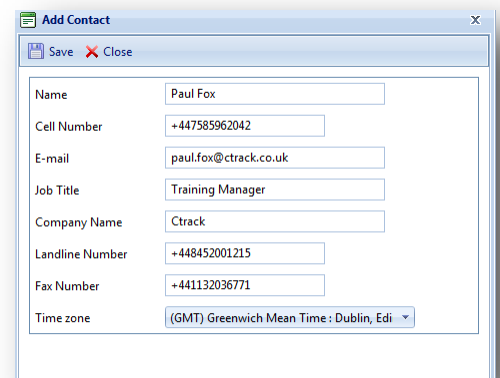
To create a Contact on the Menu bar hover over **Setup** then click on **Contacts**

Once the Contacts box has opened up click on **Add**, the Add Contact window is now shown

The fields you must fill in are, **Name**, **Cell Number** and **Email**. You must also select the correct **Time Zone** from the drop down

All numbers must be put in with the international prefix

Once all has been completed click on **Save** then **Close**



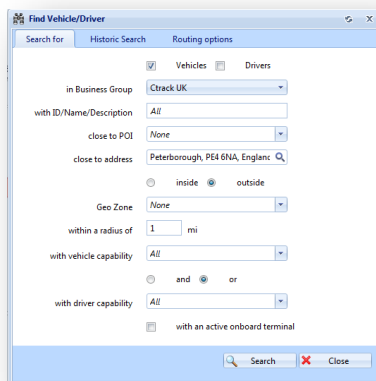
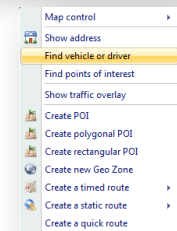
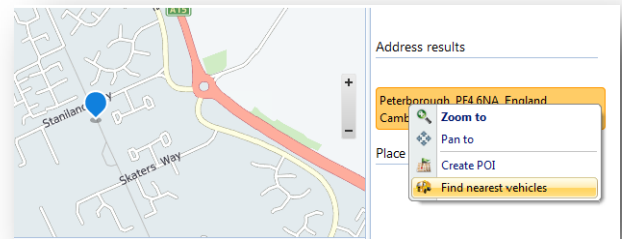
10. Historic Search

The Historic Search option is an invaluable piece of functionality in Ctrack Online

It gives you the ability to search to see if a vehicle was in a particular place on a date and time in the past

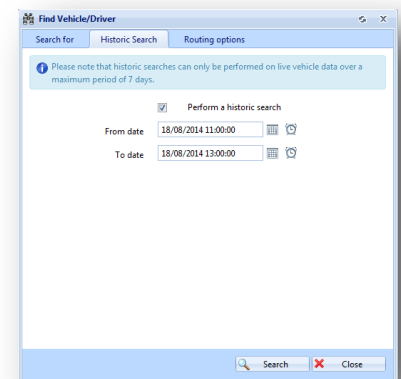
To perform a historic search firstly use the Ctrack search bar to find your location or manipulate the map to the desired point

Once you have found your location either right click on the search result and choose **Find nearest vehicles** or right click on the map and choose **Find vehicle or driver**



In the box displayed check the **Vehicles** box on the left hand side of the screen and then input the distance you want to search in the **within a radius** of box then click on the **Historic Search** tab

Using the calendar input the required date in the the **From date** and **To date** fields then choose the time range to search in Then click on **Search**



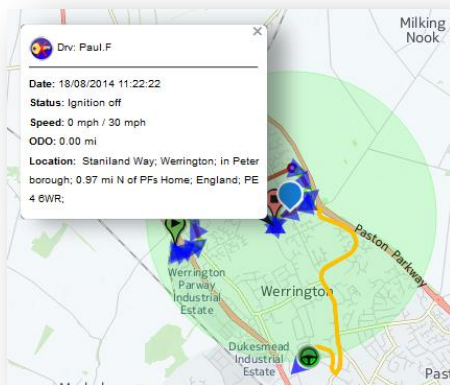
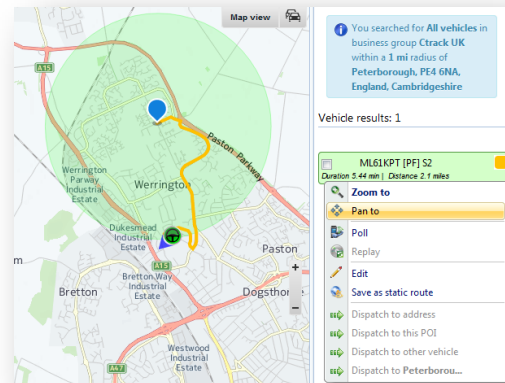
IMPORTANT

When choosing the search radius please make this as small as possible and try to be as precise as possible with the date and time range

If either of these values are too large you could be presented with a large number of vehicles which will make the process of identifying the required one harder

Any vehicles present at the chosen location will then be shown on the left hand side of the screen

Right click on the vehicle and choose **Pan to**. Please note that the route shown is only a suggested route



To show the exact time the vehicles was there right click on the vehicle icon and choose show in list

You can then click on the vehicle id in the list view, choose the required trip and overlay it on the map. If your search date was over 30 days ago then you will need to right click on the vehicle and choose the replay option

11.Reports

This section will look at how you can generate reports and how you can schedule reports to be emailed on a regular basis

It does not cover the content of the reports in detail as there is other Ctrack literature which does this. If you would like more information on report content then please contact Ctrack Customer Support

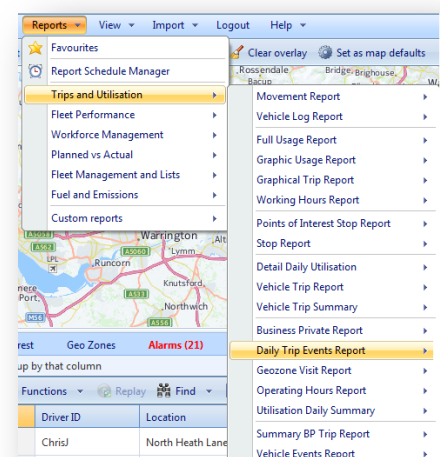
11.1. Creating a report

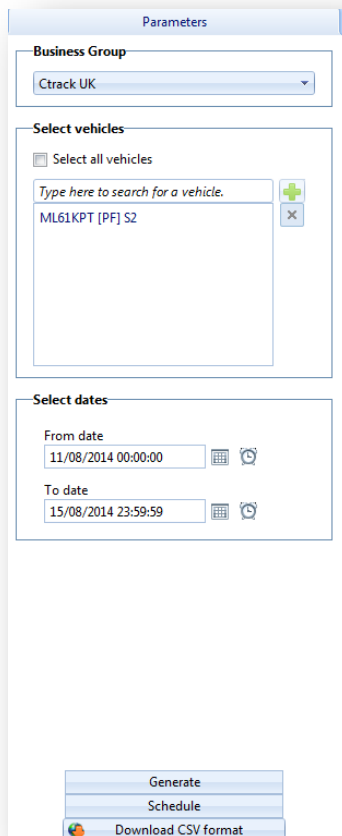
To access report hover over **Reports** on the Menu Bar

Hover over the appropriate report category, in this example we are using **Trips & Utilisation**

This expands out the reports available in this category

Click on the report you wish to generate, in this example we are using the **Daily Trip Events** report





The screenshot shows the 'Parameters' panel in the Ctrack interface. It contains three main sections: 'Business Group' with a dropdown menu set to 'Ctrack UK'; 'Select vehicles' with a checkbox for 'Select all vehicles', a search box containing 'ML61KPT [PF] S2', and a green cross icon; and 'Select dates' with 'From date' (11/08/2014 00:00:00) and 'To date' (15/08/2014 23:59:59) fields, each with a calendar icon. At the bottom are three buttons: 'Generate', 'Schedule', and 'Download CSV format'.

The next step is to define the parameters for the report. This is not the same for all reports but in most cases all you need to do is the following

Choose either **Vehicles** or **Drivers**, Vehicles is highlighted by default and you can only use Drivers if you have Driver ID or you have manually assigned drivers to vehicles

Either tick the **Select all** box to generate the report for all vehicle or click into the **Select a vehicle** box to choose an individual vehicle or a selection of vehicles. To add the vehicle in click on the **green cross**. To remove it click on the vehicle to highlight it then click on the box with an **X**

Choose your date range by clicking on the calendar in the **From** and **To** section

Once you have done this the **Generate** button will no longer be greyed out so click on it to generate your report

When the report generates the **Download CSV format** button is highlighted if you wish to use it to further manipulate the report data

IMPORTANT!

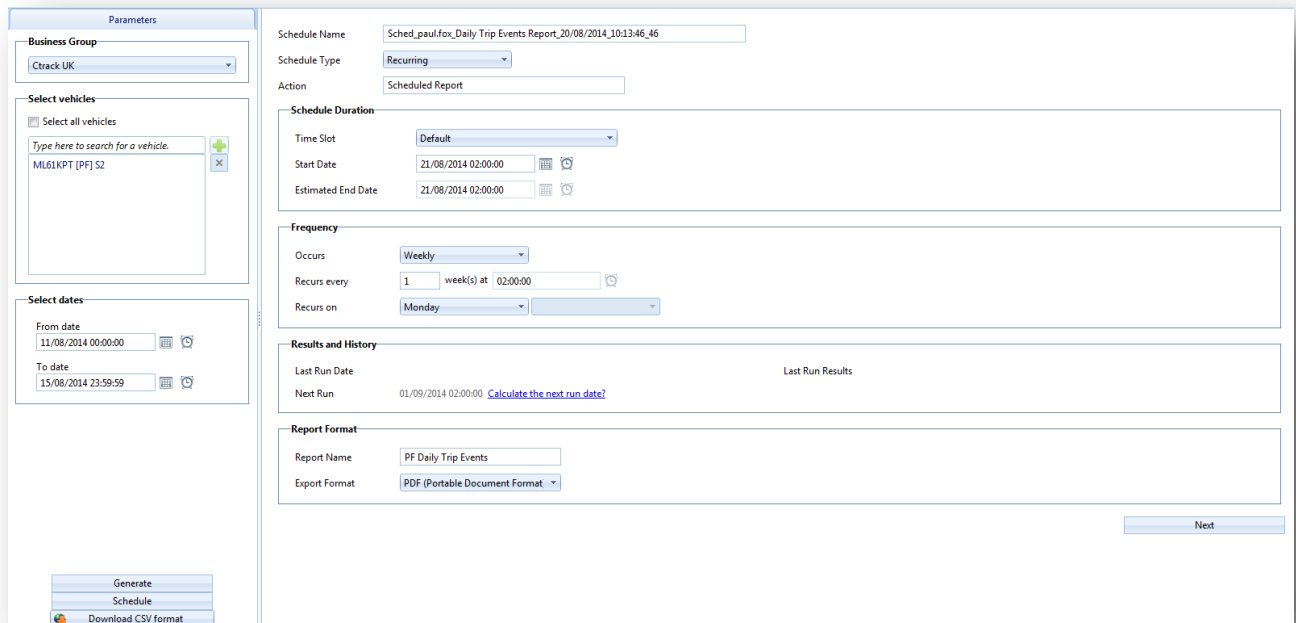
Are the vehicles you want to generate the report for not there or are there more vehicles listed than you want to generate the report for

If you have multiple Business Groups then use the Business Group drop down at the top of the report parameter panel to choose the correct one

11.2. Scheduling a report

The first steps in scheduling a report are identical to generating one

The difference is you click on the **Schedule** button instead of the Generate button



The screenshot shows the 'Parameters' section of the Ctrack report scheduling interface. It is divided into two main columns. The left column contains 'Business Group' (set to 'Ctrack UK'), 'Select vehicles' (with a search bar and a list containing 'ML61KPT [PF] S2'), and 'Select dates' (with 'From date' as '11/08/2014 00:00:00' and 'To date' as '15/08/2014 23:59:59'). The right column contains 'Schedule Name' (a long alphanumeric string), 'Schedule Type' (set to 'Recurring'), 'Action' (set to 'Scheduled Report'), 'Schedule Duration' (with 'Time Slot' as 'Default', 'Start Date' as '21/08/2014 02:00:00', and 'Estimated End Date' as '21/08/2014 02:00:00'), 'Frequency' (with 'Occurs' as 'Weekly', 'Recurs every' as '1 week(s) at 02:00:00', and 'Recurs on' as 'Monday'), 'Results and History' (showing 'Last Run Date' as '01/09/2014 02:00:00' and a link to 'Calculate the next run date?'), and 'Report Format' (with 'Report Name' as 'PF Daily Trip Events' and 'Export Format' as 'PDF (Portable Document Format)'). At the bottom left are buttons for 'Generate', 'Schedule', and 'Download CSV format'. At the bottom right is a 'Next' button.

To schedule your report do the following

Use the **Schedule Type** drop down to choose **Recurring**

Use the **Occurs** drop down to choose your frequency (daily, weekly or monthly)

Use the **Recurs** on drop down to choose when you want the report delivered

In the **Report Name** field input a name for your report (this will be shown in the email when you receive it)

Use the Report Format drop down to choose your required format (PDF, CSV, or DOC)

None of the other fields shown above need to be changed

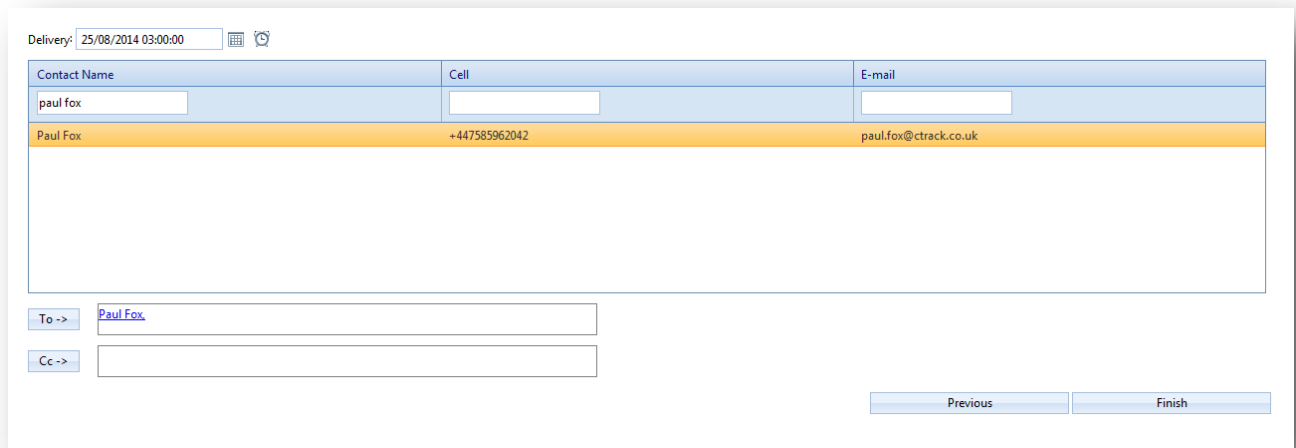
Once you have done all of the above click on the **Next** button

Use the Contacts list to select the people you wish the report to go to. You can use the **Contact Name** field to search for specific people

Click on the name to highlight it then either click on the **To** or **Cc** button to add them

Once you have selected your contacts click on **Finish**

Your report will now be emailed to you on the frequency you specified



The screenshot shows a web interface for selecting contacts. At the top, there is a 'Delivery:' field with the value '25/08/2014 03:00:00' and two small icons. Below this is a table with three columns: 'Contact Name', 'Cell', and 'E-mail'. The first row has input fields for 'paul fox', an empty 'Cell' field, and an empty 'E-mail' field. The second row is highlighted in orange and contains the text 'Paul Fox', '+447585962042', and 'paul.fox@ctrack.co.uk'. Below the table is a large empty rectangular box. At the bottom left, there are two buttons: 'To ->' and 'Cc ->'. The 'To ->' button is active, and the text 'Paul Fox' is entered in the adjacent input field. The 'Cc ->' button is inactive, and its adjacent input field is empty. At the bottom right, there are two buttons: 'Previous' and 'Finish'.

Contact Name	Cell	E-mail
<input type="text" value="paul fox"/>	<input type="text"/>	<input type="text"/>
Paul Fox	+447585962042	paul.fox@ctrack.co.uk

To ->

Cc ->

Previous Finish